

CHICAGO R2A2 MAPPING

Organization: Office of Program and Project Management

Date: 9/16/02

<i>Roles & Responsibilities</i>	<i>Accountabilities</i>	<i>Authorities</i>	Services Provided to								
			<i>SC</i>	<i>Other Prog. Offices</i>	<i>Other HQ Offices</i>	<i>OM</i>	<i>CH Area Offices</i>	<i>GOGO</i>	<i>Other CH Offices</i>	<i>CH Employees</i>	<i>Non-CH Area Offices</i>
Environmental Management Program											
1. <u>Program Management</u> : This administrative and technical function includes activities associated with developing, executing and managing the environmental restoration, technology development and waste management programs at Chicago Operations office.	DOE EM DOE SC CH Manager CH Area Offices	DOE O 413.3 (overall – also see Orders pertaining to specific tasks)		X							
1a) budget formulation/validation				X			X	X			
1b) technical/programmatic direction				X			X	X			
1c) funds management				X			X	X			
1d) oversight/monitoring of status across projects				X			X				
1e) baseline development/authorization/change control				X			X				
1f) support annual work authorization		DOE O 412.1		X			X				
1g) independent assessments (including peer reviews) and oversight				X			X				
1h) implementation and review of contractor project management systems, processes, and procedures				X			X				

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1i) support development of contractor annual performance measures		CH O 224.1		X			X				
1j) technical review of major deliverables/ government acceptance		Memorandum, Roberson to Gunn, 12/13/2001		X			X				
1k) advice, guidance and technical assistance on cross-cutting technical and policy issues (WM; P2; SMEs)	Includes other SC, EM, and NNSA Operations Offices	DOE O 435.1 DOE O 450.1 DOE O 430.1 10CFR830	X	X	X	X	X	X	X	X	X
1l) day-to-day liaison with EM and SC headquarters and with Area Offices			X	X			X				
1m) support, participation, chairing, and CH advocacy on national work groups and steering committees	Includes other SC, EM, and NNSA Operations Offices	DOE O450.1 DOE O 435.1 DOE O 430.1 DOE O 5400.5	X	X	X	X	X	X	X	X	X
1n) technical matrix support to Area Offices and SC site offices on case-by-case basis				X			X	X	X	X	X
1o) EM-50 Peer Review Program	EM-50 Includes other Operations Offices			X			X				
1p) intern sponsorship			X	X			X				
ENERGY EFFICIENCY PROGRAM											
2. <u>EERE Project Management</u> : Initiation, execution, and oversight of projects; ensuring that objectives, cost and schedule	EE Manufacturers Technology owners	EERE Strategic Management System		X							

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contribute to the program's goals and objectives.		DOE O 541.1A									
2a) development and validation of project budget estimates				X							
2b) project implementation and execution in coordination with procurement function				X							
2c) analysis and evaluation of detailed project performance, including technical progress, funds management, and schedule				X							
2d) technical review of major deliverables/ government acceptance				X							
3. <u>Program Management</u>											
3a) day-to-day liaison with EE				X							
3b) support to implementation of partnering activities among industrial entities, Federal and State agencies, and the public sector.	Includes non-Federal entities			X							
CONGRESSIONALLY MANDATED CONSTRUCTION GRANTS AWARD & ADMINISTRATION											
4. <u>Project management/administration</u>	Community institutions such as universities and hospitals	DOE O 541.1A	X								

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4a) support grant negotiation/award			X								
4b) technical/financial oversight			X								
4c) NEPA evaluation & support			X								
4d) on-site project/safety evaluations			X								
SPECIAL PROGRAMS (NNSA)											
5. <u>Program & project management support:</u> support to NA-60 in planning and management of two large projects, the Mixed Oxide Fuel Program and the Pit Disassembly and Conversion Facility (contractual support provided through ACQ)	NNSA, NN Includes (last column) coordination (rather than direct support) functions with other Field Offices (SR, AL?)	DOE O 413.3		x							
5a) Contracting Officer's Representative (COR) duties				X							?
5b) funds management				X							?
5c) performance evaluation				X							?
5d) baseline development/ authorization/ change control (member of Project Change Control Board – evaluates BCPs & recommends disposition)				X							?
5e) annual work authorization				X							?

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5f) implementation and review of contractor project management systems, processes, and procedures; maintenance of project records for cost & schedule data related to baselines				X							?
5g) technical review of major deliverables/ government acceptance				X							?
5h) day-to-day liaison with HQ and with other involved offices	Includes other Field/Operations Offices (?)			X							?
5i) support (including SME), advice and guidance in transportation matters		DOE O 461.1 DOE O 460.2 (?)	X	X		X	X	X	X		
OTHER SUPPORT AND SERVICES											
6a) Graphic design and graphic support	CH PMO						X			X	